Agilent MassHunter Workstation Software Report Designer Add-in

Quick Start Guide

What is the Agilent MassHunter Workstation Software Report Designer Add-in? 2
Report Designer UI elements 3
Getting Started 5
Customizing a template 13
Using the Advanced Properties dialog box 24

This guide describes how to use the Agilent MassHunter Workstation Software Report Designer Add-in.

Where to find more information

Use the online Help for in-depth information not given in this *Quick Start Guide*.

- For Excel 2003, the **Report Design** menu is in the main menu.
- For Excel 2007, the **Report Design** menu is in the **Menu Commands** group in the Add-Ins tab of the Ribbon. The MassHunter Reporting Toolbar is visible in the **Custom Toolbars** group in the Add-Ins tab of the ribbon.

Open online Help in either of the following ways:

- Click **Report Design > Help** from the Excel menu.
- Click the button in the MassHunter Reporting toolbar.

Agilent Technologies

What is the Agilent MassHunter Workstation Software Report Designer Add-in?

Agilent MassHunter Workstation Software Report Designer Add-in lets you modify the templates that are used for printing reports from the following Agilent programs:

- Agilent MassHunter Workstation Software - Quantitative Analysis program
- Agilent MassHunter Workstation Software - Qualitative Analysis program
- Agilent MassHunter Workstation Software - Data Acquisition program
- Agilent MassHunter Workstation MetaboliteID
- Agilent MassHunter Workstation Software - ICP-MS program

The Report Designer is an add-in tool for Microsoft Excel 2007. It also supports Microsoft Excel 2003 software. This tool allows you to:

- Create a new template or modify an existing template
- Add tables and graphics to a template
- Add additional columns to existing tables
- Repeat tables and graphics for all peaks or compounds in the data
- Use standard Excel features to customize the report

This tool is automatically installed with the software listed above.

Watch cursor shapes

The shape of the cursor indicates what action can be done.

- The thick plus sign is the selection icon. You can select cells, columns or rows.
- The thin plus sign with arrows at the end is the move icon. It is used to move table columns in a table.
- The insertion bar shows where the column will be inserted in a table.

Report Designer UI elements

The following features are available in the Agilent MassHunter Workstation Software Report Designer Add-in.

Report Design menu/toolbar

For Excel 2003, the Report Design menu is added to the main menu, and the Report Design toolbar is shown with the other available toolbars.

For Excel 2007, the Report Design menu is available in the Menu Commands group in the Add-Ins tab in the Ribbon. The Report Design toolbar is shown in the Add-Ins tab in the Ribbon.

Process Report This command opens the Process Report dialog box. After you select a report results file, a report is generated which you can review to verify any changes that you made. The report is shown in a worksheet within Excel.

Clear Results This command removes the report worksheets generated by creating a report. It also removes the results from the design sheets. You click this command when you want to return to examine the template.

Add Data menu These commands add different types of tables to the template. Different applications have different tables that you can add.

Add Graphics menu These commands add graphics to the current location in the template. Different applications have different graphics that you can add.

Add Formatting menu These commands add a page break or a sheet break. You can also select a section in the template and then click **Repeat Section** to add the commands lines to repeat that section.

Validate Design This command checks that the template design is valid. The Validation Results dialog box displays the results.

Advanced Properties dialog box This command opens the Advanced Properties dialog box. See “Advanced Properties dialog box” on page 4 for more information.

Advanced Properties dialog box

The information in this dialog box is separated onto four different tabs. See the online Help for detailed information.

Template tab In this tab, you select the template type on this tab. Each program supports one or more possible template types. You need to match the template type with the type of report you are trying to create.

Design Worksheet tab In this tab, you mark whether or not the worksheet is a design worksheet and whether or not to exclude this sheet from the report.

Cell tab In this tab, you select properties for a single cell. You click whether the cell contains text or graphics. If you are displaying the graphic, you can specify the size of the graphic relative to the page width. You can associate a cell with the following table or graphics which ensures that a cell appears on the same page as the table or graphics below it.

Table tab In this tab, you can select many properites for a table or a column within a table. You can hide the header row or specific columns, or you can select to show a table vertically instead of horizontally. Also, you can associate a table with the following table or graphics. In addition, you can set a filter for one of the columns in the table. See the online Help for more information.

Getting Started

Basic Tasks

- "To open a template" on page 6
- "To save a template" on page 7
- "To save a template to a new name" on page 7
- "To verify changes in a report" on page 8
- "To create a new template" on page 9
- "To enable toolbar/menu" on page 9
- "To change a template to use A4 paper" on page 10
- "To set the width of a column in a table" on page 11
- "To set global parameters for the template" on page 11

To open a template

1 Open the **Windows Explorer** program.

2 Open the **Report Templates** folder in the folder where you installed the data.

3 Open the folder that contains the templates that you want to modify.

For the Quantitative Analysis program and the Qualitative Analysis program, you also need to open either the **Letter** or **A4** folder. The templates in the **Letter** folder are designed to be printed on letter size paper. The templates in the **A4** folder are designed to be printed on A4 paper.

Program	Folder
Quantitative Analysis	Quant/Letter or Quant/A4
Qualitative Analysis	Qual/Letter or Qual/A4
Data Acquisition - Method	AcquisitionMethod
Data Acquisition - Tuning for TOF instrument	TOF/tune
Data Acquisition - Tuning for Q-TOF instrument	QTOF/tune
Data Acquisition - Tuning for QQQ instrument	QQQ/tune

Template Directories

4 Right-click the file name and then click **Open**.

NOTE If you open the template by double-clicking the file name, the template is opened as a workbook (.XLS) instead of as a template (.XLT). You need to remember to change the **Save as Type** field to template before you save the template.

NOTE If you opened a template which was shipped with the product, you must immediately save the template with a different name. Otherwise, you will overwrite the changed template if you reinstall the software.

To save a template

Some programs let you select which template to use. If you are able to change the name of the template that is used, you do not change the templates that are shipped with the software. Instead, you save the template to a different name and modify this template. Then, if you need to reinstall the software, you will not overwrite the template that has your changes. You can select which template to use for these programs:

- Quantitative Analysis program - all templates
- Qualitative Analysis program - Analysis report, Compound report, Qualitative method report, and Acquisition method report

If you cannot select which template to use, you make a backup of the original template before changing it. Also, when you have completed your changes, you make a backup of the changed template. Then, if you reinstall the software, you will have a backup of any changes that you made.

1 Click **Save**.

   For Excel 2003, this command is in the **File** menu.

   For Excel 2007, this command is in the **Microsoft Office Button** menu.

To save a template to a new name

1 Open the Save As dialog box.

   For Excel 2003, click **Save As** in the **File** menu.

   For Excel 2007, click **Microsoft Office Button** and then point to the arrow next to the **Save As** command and click **Other Formats**.

2 Change the **Save as type**.

   For Excel 2003, select **Template (*.xlt)** as the **Save as type**.

   For Excel 2007, select **Excel 97-2004 Template (*.xlt)** as the **Save as type**.

3 Open the folder with the installed templates.

   The templates are installed in a folder in the **MassHunter/Report Templates** folder.

NOTE The add-in expects to find the schema file in the same folder as the templates. If you want to put your new templates into a different folder, you need to copy the schema file to the new folder. For the Quantitative Analysis program, this schema file is **batch.results.xsd**. For the Qualitative Analysis program, the schema file is one of the following: **QualitativeMethodReport.xsd**, **Graphic.xsd**, **CompoundReport.xsd**, or **AnalysisReport.xsd**.

4 In the Save As dialog box, type a new **File name**.

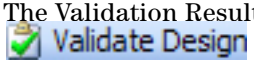
5 Click **Save**.

To verify changes in a report

After you have created a new template or modified an existing template, you first validate the template and then create a report using this template. Validating the template checks for some errors that can exist in the template. Creating a report also shows you if any errors exist and shows you if the report template is designed the way you want it to look.

- For Excel 2003, the **Report Design** menu is in the main menu.
- For Excel 2007, the **Report Design** menu is in the **Menu Commands** group in the Add-Ins tab of the Ribbon. The MassHunter Reporting Toolbar is visible in the **Custom Toolbars** group in the Add-Ins tab.

1 Click **Validate Design** in the **Report Design** menu.

The Validation Results Dialog Box is opened. You can also click the 

icon in the Report Design toolbar.

2 Read the list of problems in the Validation Results dialog box. Fix any problems that it finds. Click **Close** when you are finished.

3 Click **Report Design > Process Report**. The Process Report Dialog Box is opened. You can also click the **Process Report** icon in the **MassHunter Reporting Toolbar**.

4 Click the **Browse** button to open the Open dialog box. You need to select a results file that was created for this data file. You use this dialog box to switch to the folder for the intermediate report files that you want to use.

5 Select the intermediate reports folder and file.

For the Qualitative Analysis program, you can save the results of any report that you create.

a In the Qualitative Analysis program in the Intermediate Report Files dialog box, mark the **Keep intermediate report directories** check box.

b Select the folder to use to store these report directories. By default, this value is set to the "**\\MassHunter\reports\temp**" folder.

c Select the file **Report.xml**. If you have not created a report for this type of template, you are not able to process the new or changed report template. In that case, you need to use the Qualitative Analysis program to generate a report first.

For the Quantitative Analysis program, results are created when you generate a report within the Quantitative Analysis program. The results file name for Quantitative Analysis is **report.results.xml**. This file is found in one of the directories in the QuantReports folder that is in the Batch folder.

6 Click **Open**.

7 Click **OK** in the Process Report dialog box.

The events which occur during processing are

- Data is imported to the design sheets.
- Data is filtered and copied to report sheets.
- Data is formatted.
- Graphics are imported.

Review the report that is generated. It will be opened in one or more sheets within Excel. When you are done reviewing the report, click **Report Design > Clear Results** or click the icon in the **Reporting Designer Toolbar**

To create a new template

1 Do the steps in "To open a template" on page 6. Open a template that you can use to start a new template.

2 Do the steps in "To save a template to a new name" on page 7.

To enable toolbar/menu

The toolbar and menu are disabled if no template is open or if a different add-in is being accessed. To enable the toolbar, load a template.

If a template is loaded and the toolbar and the menu are still disabled, do these steps:

1 Open the Add Ins dialog box.

- For Excel 2003, click **Tools > Add-ins** in the main menu.
- For Excel 2007, do the following:

  a Click the Microsoft Office Button and then click **Excel Options**.

  b In the Excel Options dialog box, click **Add-Ins**.

  c Select **Excel Add-ins** in the Manage list box.

  d Click Go.

  The MassHunter Reporting Add-ins are listed in the Add-Ins available list.

2 Mark the check box for the MassHunter Reporting Add-In that you use. For example, mark the **Masshunter Reporting Qual** check box if you will change a Qualitative Analysis template.

3 Click **OK**.

4 Restart Microsoft Excel.

To change a template to use A4 paper

The Qualitative Analysis program and the Quantitative Analysis program include templates that can be used with A4 paper. If you want to change a report to print on A4 instead of letter, do the following:

1 Do the steps in "To open a template" on page 6.

2 Do the steps in "To save a template" on page 7.

3 Open the Page Setup dialog box.

For Excel 2003, click **File > Page Setup**.

For Excel 2007, click **Margins > Custom Margins** in the Page Setup group in the Page Layout tab of the Ribbon.

4 Select **A4** in the Paper size list box on the Page tab.

5 Click the **Margins** tab. Set the margins depending on whether you print in Landscape or Portrait mode.

Parameter	Landscape setting	Portrait setting
Top	1.1	1.1
Header	0.7	0.7
Left	0.75	0.7
Right	0.75	0.7
Bottom	1	1
Footer	0.6	0.6

6 Click **OK**.

To set the width of a column in a table

You cannot set the width of a column in a table by changing the width of the Excel column. Instead, you want to set the width for that column within the table. You can set a different width for each column in each table. You use the **Width** comments when

- You are trying to align columns which may vary widely between datasets.
- The strings that print in the report may be long and push other columns off of the report page.
- You want more white space.
- The data appears clipped.

1 Select a cell in one of the tables that you'd like to set to a different width.

2 Right-click that cell and click **Insert Comment, Update Comment** or **Edit Comment**.

3 Type `Width(15)` as the comment. You can use a larger number if you want the width of that column to be wider. The word **Width** is case-sensitive. Each narrow column in the report is 2.5 units.

NOTE If you apply the **Width** comment to a column in a table that is transposed, then the Width comment is only applied to the value. The column header is lined up with the other columns in the table.

To set global parameters for the template

The global options on this worksheet are only used if the value for **Use Options** is **TRUE**.

1. Switch to the **Options** worksheet.
2. Select **TRUE** as the **Value** for the **Use Options** parameter.
3. Select whether or not to **Include Header** on each page of the report.
4. Select whether or not to **Include Footer** on each page of the report.
5. Select whether or not to print the report in Landscape mode. If this value is FALSE, then the report is printed in Portrait mode.

You can also set additional values. Some of these values are not used by the report now.

Customizing a template

The following tasks show you how to format the template.

- "To set the formatting for a cell in a table" on page 13
- "To change the header or footer" on page 14
- "To rename a column in a table" on page 15
- "To delete a column in a table" on page 15
- "To add a column to an existing table" on page 15
- "To add a mapped column to an existing table" on page 16
- "To add an element from the dataset more than one time" on page 17
- "To add a filter to an existing table" on page 17
- "To add a graphic to an existing template" on page 18
- "To add a table to an existing template" on page 19
- "To repeat a section" on page 19
- "To add a formula column to an existing table" on page 19
- "To move a column in a table" on page 20
- "To move a column in a filtered table" on page 20
- "To add formatting to an existing template" on page 21
- "To change time and date format" on page 21

To set the formatting for a cell in a table

Most formatting of a cell is done using standard features in Excel.

If you want to change the format of a cell if it is outside of a certain range, you add Conditional Formatting.

Formatting

1. Select a column in the table. You usually select the header and the cell below it so that the formatting is consistent.
2. Use Excel to set the format for this column.

   The standard format is that numbers are right-aligned, and text values are left-aligned. You can also select the font, color and size of the text using standard Excel features.

Conditional Formatting

3 Select the cell in the table. It is very important to select the cell below and not the column header.

For Excel 2003

4 Click **Format > Cell** to use Excel to add formatting. In the Number tab, you can specify whether the value is opened as **Text**, **Numeric**, **General** or **Custom**.

5 Click **OK** when you have finished making changes.

6 Click **Format > Conditional Formatting** to change the format of the cell based upon its value.

For Excel 2007

4 Click the **Home** tab in the Ribbon.

5 Click the fields in the Number group to change the format of the cell. You can also click **Format Cells** in the shortcut menu to open the Custom Lists dialog box.

6 Click **Conditional Formatting > New Rule** in the Styles group to change the format of the cell based upon its value.

To change the header or footer

You can change the header or footer of the report to show a different company logo or to change the title of the report.

For Excel 2003

1 Click **View > Header and Footer**. The Page Setup dialog box is opened with the Header/Footer tab selected.

2 Click the **Custom Footer** button to edit the footer.

3 In the Left section, select **&[Picture]**.

4 Click the New Picture icon.

5 Click **Replace** to change the picture.

6 In the Insert Picture dialog box, select the new picture you wish to include as part of the footer.

7 Click **Insert**.

8 Repeat steps 1 to 7 for each design tab.

For Excel 2007

1 Click **Page Layout** in the Workbook Views group in the View tab in the Ribbon.

In the Page Layout view, the Header and the Footer are displayed.

2 Double-click on the section of the header or footer you want to modify. The header and the footer each have three sections: left, middle and right.

   You can type a new value into the selected section. You can also click the icons in the Header & Footer Elements group in the Design tab of the Ribbon. This tab is automatically shown after you double-click on a section of the header.

3 Click **Normal** in the Workbook Views group in the View tab in the Ribbon to return to the original view of the worksheet.

You can press the **F1** function key to get additional help on changing the header and footer.

Changes to the header/footer must be made on each design worksheet.

To rename a column in a table

The header name for a column by default is the XML dataset element name. The header name can be safely changed to whatever is desired including another language as long as it is unique.

1 Click on the header for a column.

2 Type a new name. If you change the name of this column to the same name as an existing column, the existing column will be automatically renamed. For example, the column Delta is renamed Delta2.

3 (optional) If you need to have two different columns have the same name, change the coloring of the unique part of the name to white.

To delete a column in a table

1 Right-click the column header that you want to delete.

2 For Excel 2003, click **Delete > Column**.

3 For Excel 2007, click **Delete > Table Columns**.

You cannot press the DEL key to delete the column. If you do, the column name is renamed to the XML dataset element name.

To add a column to an existing table

1 Right-click the column header at the desired insertion point. The column is inserted to the left of the selected column.

For Excel 2003, click **Insert > Column**.

For Excel 2007, click **Insert > Table Columns to the Left**.

2 Change the column header name. By default, the header name is set to "Column1". The 1 in the header name is incremented if that column name already exists.

To add a mapped column to an existing table

1 Open the XML map for the dataset.

For Excel 2003, click **Data > XML > XML Source**. You can also right-click one of the mapped columns and click **XML > XML Source**.

For Excel 2007, right-click one of the mapped columns and click **XML > XML Source**.

2 Click a field in the table to which you want to add a column.

3 Click a different field in the same table.

NOTE Click two different fields in the same table. Clicking on the second field actually scrolls the selected field in the XML source into view. Instead of clicking a different field in the same table, you can use the scroll bar in the XML Source window to display the selected field.

4 In the XML Source window, select the column you want to add to a table. Make sure that the new column is in the same table as the field you selected in steps 4 and 5.

5 Click the column in the XML Source window and drag it to the end of the table. Place the new column in the same row as the other column labels. You cannot replace a mapped column in the table.

6 Change the font color of the newly added column to Automatic.

For Excel 2003, you click the toolbar icon in the Formatting toolbar.

For Excel 2007, you click the icons in the Font group in the Home tab in the Ribbon.

7 If you want that column in a different location, see "To move a column in a table" on page 20.

8 Do the steps in "To save a template" on page 7.

You must map elements from the same dataset table into the same Excel table. If you try to map a column from a different table in the dataset, an error message is displayed which states "The operation cannot be completed because the XML list is bound to a different XML map."

To add an element from the dataset more than one time

An element in the dataset can only be mapped once in an entire report. You can add another XML map of the same dataset and map elements from that map instead.

1 Open the XML map for the dataset.

For Excel 2003, click **Data > XML > XML Source**. You can also right-click one of the mapped columns and click **XML > XML Source**.

For Excel 2007, right-click one of the mapped columns and click **XML > XML Source**.

The XML map for the dataset is displayed.

2 Click the **XML Maps** button in the XML Source window.

3 Click the **Add** button in the XML Maps dialog box.

4 Navigate to and select the report schema. For Qualitative Analysis reports and Quantitative Analysis reports, this file is in the same folder as the templates.

5 Click **Open**.

6 Click **OK**. A new map is added and is ready for use.

7 Select the XML map to use in the **XML maps in this workbook** list.

8 Do the steps in "To add a mapped column to an existing table" on page 16.

To add a filter to an existing table

1. Click the arrow on the cell in a table to which you want to apply a filter.
2. Open the Custom Filters dialog box.

   For Excel 2003, select **Custom** from the list.

   For Excel 2007, select **Text Filters > Custom Filters** from the list.
3. Select the type of comparison you want to do on the cell you selected. You can select **equals**, **does not equal**, **is greater than**, **is greater than or equal to**, **is less than**, **is less than or equal to**, **begins with**, **does not begin with**, **ends with**, **does not end with**, **contains** or **does not contain**.
4. Type the value to use in the comparison.
5. Click either the **And** button or the **Or** button. If you click the **And** button, then both conditions need to be met before the row is included in the table. If you click the **Or** button, then if either condition is met, then the row is included in the table.
6. Select the second type of comparison you want to do on the cell you selected.
7. Type the value to use in the second comparison.

This filter is very useful when creating outlier tables. The first comparison can check if the outlier is equal to Low. The second comparison can check if the outlier is equal to High. If you click the Or button, then the table would contain both Low and High outlier values.

In Excel 2003, columns that have been filtered have a blue arrow instead of a black arrow. In Excel 2007, columns that have been filtered have a filter symbol instead of a black arrow.

Also, a filtered table will have a collapsed row below the header row.

To add a graphic to an existing template

The **Add Graphics** menu and the **Add Formatting** menu are both in the Report Design menu.

1. Click the location where you want the graphic added.
2. Click one of the commands in the **Add Graphics** menu to add a graphic to the template. For example, if you click **Sample Chromatogram**, then a sample chromatogram graphic is added to the template. You can add any of the graphics.
3. If you want this graphic to be repeated, do the steps in "To repeat a section" on page 19.

Adding many graphics to a report slows down the report's processing speed considerably.

To add a table to an existing template

1. Select the location in the report to add a table.
2. Click a command in the **Report Design > Add Data** menu to select which type of table to add to the template. This menu is only available for some applications.
3. Do the steps in "To add a mapped column to an existing table" on page 16 if you want to add additional columns to the table.
4. If you want this table to be repeated, do the steps in "To repeat a section" on page 19.

To repeat a section

You can repeat any section in the template. This section can contain tables and graphics.

1. Select all the rows of the section that you want to repeat. If you want to repeat a table or a graphics section, make sure to select all of the rows of the table or the graphics table.
2. Then, click **Add Formatting > Repeating Section**.
3. In the Select Column dialog box, select the ID to use to repeat the section and click **OK**. For example, to repeat the Sample Chromatogram, you select SampleID as the field to repeat.

The add-in automatically adds the following lines around the section you selected.

Before CMD: Repeat

After CMD:EndRepeat

The ID that is being used to repeat the section is shown at the end of both of those lines. If you want to repeat a section for each compound in the sample and for each sample in the results file, you add the repeating section twice.

To add a formula column to an existing table

1. Select a column in the table. The formula column is added to the right of this column.
2. Click **Add Data > Formula Column** from the Report Design menu or from the Report Design toolbar.

A column is added to the table with the formula property defined.

To move a column in a table

1. Select the header for the column in the table you want to move.
2. Move the cursor so it is over either the right or left border of the cell. The cursor changes to a four way arrow.

Click and drag the cursor to a spot between two other columns in the table. The location where the column would be moved is shown by changing the border between the two adjacent cells

To move a column in a filtered table

You cannot move a column in a table that is filtered. You first need to remove the filters from the table. Then, you move the column. Finally, you set the filters again.

1. Click the arrow on the cell in a table from which you want to remove the filter. In Excel 2003, a cell that has a filter will have a blue arrow instead of a black arrow. In Excel 2007, a cell that has a filter will have a filter symbol instead of an arrow.
2. Open the Custom AutoFilter dialog box.

   For Excel 2003, select **Custom** from the list.

   For Excel 2007, select **Text Filters > Custom Filter** from the list.
3. Write down the current filter, so you can enter the same filter again later.
4. Click the **Cancel** button.
5. Remove the filter from the table.

   For Excel 2003, click the arrow on the cell and click **All** from the list. The custom filter is removed.

   For Excel 2007, click the arrow on the cell and click **(Select All)** from the list. Then, click **OK**. The custom filter is removed.
6. Do the steps in "To move a column in a table" on page 20.
7. Re-enter the custom filter. Do the steps in "To add a filter to an existing table" on page 17.

To add formatting to an existing template

You can add a page break or a sheet break to a template.

To add a page break:

1. Select the location in the template where you want to insert a page break.
2. Click **Add Formatting > Page Break** in the **Report Design** menu or in the **Report Design** toolbar.

Any information printed after a page break is printed on a new page.

To add a sheet break:

1 Select the location in the template where you want to insert a sheet break.

2 Click **Add Formatting > Sheet Break** from the **Report Design** menu or from the **Report Design** toolbar.

Any information printed after a sheet break is printed on a new page. Also, this additional information is printed in a new tab in the Excel workbook.

To change time and date format

The date and time fields in the XML results file may not use the format that you want to use. The format that is in the XML results file is

YYYY-MM-DDTHH:MM:SS.XXXXX-WW:WW

Y - Year

M - Month

D - Day

T - The start of the Time section

H - Hour

M - Minute

S - Second

X - fractions of a second

W - Offset from the UTC (GMT) time. This number can be positive or negative depending on which side of the date line the time zone is in.

This topic shows you how to change this format to the following format:

YYYY-MM-DD HH:MM:SS

1 Open the XML Source window.

For Excel 2003, click **Data > XML > XML Source**. You can also right-click one of the mapped columns and click **XML > XML Source**.

For Excel 2007, right-click one of the mapped columns and click **XML > XML Source**.

2 Find the date/time field in the XML Source that you want to add to the report. If the field is shown in bold in the XML Source window, it is already

being used in the report. You will need to switch to a different XML map to add this field to the report again.

3 Click and drag this field to an empty field in the report template. This field will be hidden and only used to hold the original information. It is best if you choose a location where only white space is shown in the report.

4 Click on the location where you want to add the date and time. If you want to add a date and time to a table, do the steps in "To add a formula column to an existing table" on page 19.

5 Type the following formula: **=REPLACE(REPLACE(C1,17,18,""),11,1," ")**. In this example, C1 is the location where the information from the XML source was placed. The **"T"** in the date and time field is replaced with a space and the parts of a second and the offset from the GMT time are removed. Please refer to the help for the REPLACE command in Excel for more information.

The following steps make the field where you placed the information from the XML source not visible. It may be useful to verify the changes before continuing. Do the steps in "To verify changes in a report" on page 8.

6 Click on the field where the information from the XML source was placed.

7 Right-click this field and click **Format Cells**.

8 Change the pattern of this cell and the color of this cell.

This field is actually being printed as white text on a white background, so it is not visible in the final report.

For Excel 2003:

a Click the **Patterns** tab.

b Select **No Color** for the Cell shading pattern by clicking the box that is white.

c Click the **Font** tab.

d Select white as the **Color** of the font.

For Excel 2007:

a Click the **Fill** tab.

b Select **No Color** for the Background Color.

c Click the **Font** tab.

d Select white as the **Color** of the font.

9 Click **OK** in the Format Cells dialog box.

Using the Advanced Properties dialog box

The following tasks show you the features of the Advanced Properties dialog box.

"To set the report type" on page 24

"To make a sheet in the template a design sheet" on page 25

"To specify a graphic size" on page 25

"To keep text and the following table/graphic on the same page" on page 25

"To show a table vertically" on page 26

"To hide the column header row" on page 26

To set the report type

The report type indicates which type of report is created with this template. You can specify in which program this template is used.

- The Quantitative Analysis program only uses templates that have the **Report Type** of **Quantitative**.
- The Qualitative Analysis program uses templates that have the **Report Type** of **QualAnalysis**, **QualCompound**, **AcqMethod, QualMethod,** or **Plot Window**.
- The Data Acquisition program uses templates that have the **Report Type** of **MS Tune** or **AcqMethod**.

Other Report Types are used by other MassHunter programs.

The commands that are available in the **Add Data** and **Add Graphics** menus and toolbar change depending on what the Report Type is set to.

1. Click **Advanced Properties** from the **Report Design** menu or from the **Report Design** toolbar.
2. Click the **Template** tab.
3. Select the appropriate **Report Type** for the report that you are editing.
4. Click **Close**.

To make a sheet in the template a design sheet

For a worksheet to be used when a report is printed, you need to mark the **Active worksheet is a design worksheet** check box and clear the **Exclude from report** check box.

1. Click **Advanced Properties** from the **Report Design** menu or from the **Report Design** toolbar.
2. Click the **Design Worksheet** tab.
3. Mark the **Active worksheet is a design worksheet** check box. If this checkbox is clear, then it is not used in a report.
4. Clear the **Exclude from report** check box. If this check box is marked, then this tab of the template is not included when a report is printed.
5. Click **Close**.

To specify a graphic size

1. Do the steps in "To add a mapped column to an existing table" on page 16. Select an item that starts with the word **Graphic**.
2. Click **Advanced Properties** from the **Report Design** menu or from the **Report Design** toolbar.
3. Click the **Cell** tab.
4. Click the **Graphics** button to include the actual graphic in the report.
5. Click one of the **Graphic width relative to page width** buttons. If you click **1/4**, then the width of the graphic is one fourth of the width of the page. If you select **Full**, then the width of the graphic is the entire page width.
6. Click **Close**.

To keep text and the following table/graphic on the same page

1. Select the text that you want to connect to the table or graphics that follows it.
2. Click **Advanced Properties** from the **Report Design** menu or from the **Report Design** toolbar.
3. Click the **Cell** tab.
4. Click the **Associate with following table or graphics** button.
5. Click **Close**.

An alternative way to keep the text and table/graphics on the same page is by inserting a page break. If you want to insert a page break, do the steps in "To add formatting to an existing template" on page 21.

To show a table vertically

Normally, tables are printed horizontally. The label appears above the value in the table and the values are shown in a table. However, when you are printing a table like the Sample Table, you may wish to show the table vertically instead.

1. Select the table that you want to show vertically.
2. Click **Advanced Properties** from the **Report Design** menu or from the **Report Design** toolbar.
3. Click the **Table** tab.
4. Mark the **Table contents as text** check box.
5. Type the number of columns you wish to use to show the information. If you want to show two pieces of information next to each other, you type `2`.
6. Click **Close**.

To hide the column header row

Normally, tables that are printed include both the header and the value. You can hide the header information if you want to.

1. Select the table from which you want to remove the header.
2. Click **Advanced Properties** from the **Report Design** menu or from the **Report Design** toolbar.
3. Click the **Table** tab.
4. Mark the **Hide header row** check box.
5. Click **Close**.

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In this book

This guide has instructions for using the Agilent MassHunter Workstation Software Report Designer Add-in to create and modify the templates used when printing a report.

Please send any comments on this guide to feedback_lcms@agilent.com.

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